

4-H PEI TRAVEL PROGRAMS

CHAPERONE ROLES AND RESPONSIBILITIES



This document is applicable to: 4-H Canada National Members' Forum; 4-H Canada Citizenship Congress; US National 4-H Conference; National 4-H Dairy Conference & Royal Winter Fair

CHAPERONE

ROLES AND RESPONSIBILITIES

DEFINITION

A chaperone, for the purposes of this document, will be described as the person who accompanies and supervises 4-H members from the province of Prince Edward Island when travelling within Canada.

PRE TRIP

Trip Details: You will be provided with an itinerary (or a guide) from 4-H Canada (or the applicable organizers) for your trip. Review this itinerary and be sure you understand the logistics ahead of your departure. If you have any questions, contact Katie MacCormack (kamaccormack@gov.pe.ca) for clarification.

Fellow Chaperones: You will be provided with the name and contact information for the other provincial chaperones (if there are other chaperones) who will be accompanying you on this trip. Get in touch with each other prior to the trip to ensure full understanding of your responsibilities, roles and the trip itself.

4-H Members Attending: You will be provided with a binder that includes the contact information for all 4-H members attending – send a welcome email/phone call to those attending to introduce yourself and express your excitement for the upcoming opportunity, along with any other messages you want to pass on. If any of the trip attendees have medical, allergies, or other issues, you will be informed within this itinerary. Become familiar with any issues prior to departure.

Travel Meeting: You will be invited to attend a travel preparation meeting facilitated by the 4-H Specialist. This meeting will allow all travelers to become familiar with the itinerary, flight information, etc. This will also be a time for the group to work on any tasks that must be completed in preparation for the conference.

4-H Canada Travel: Prior to the trip you will be expected to participate in a conference call with 4-H Canada staff and actively check email for information and itinerary updates. As the chaperone you will be the direct contact from 4-H Canada for the trip.

TRIP

Departure: You will arrive to the pre-established meet-up-point 15 minutes prior to the official arrival time to greet arriving members.

Check-in: You will establish a check-in plan with the members, whether individual or group check-in, at the travel meeting to ensure that all members know when and what they need to do.

Checklist: You will ask that all members have their required travel documents and luggage/gear prior to departure.

Duty of Care: You will ensure that members arrive at the program and get back home safely – they are under your care for the duration of the trip

Program Rules: Each member signs a program agreement form – become familiar with these program rules and uphold them during the trip Primary

Contact: You will be the main contact for the group – if any 4-H member's parents/guardian or the 4-H staff/organizer need to be in touch with the group, that will go through you.

Finances: You will be required to keep track of all finances (if that is a component of the trip). Accommodation, travel, and conference fees will be covered by 4-H PEI and/or 4-H Canada. If you do pay for trip expenses out of your own pocket, you must provide a receipt and request a reimbursement form. All expectations and/or expenses will be reviewed clarified pre-trip.

Accommodations: Chaperones are not permitted to share accommodations with any 4-H member, regardless of gender, unless the member is the son or daughter of the chaperone.

Time Management: You are responsible for ensuring that members get to activities on time or ensuring that they have the correct information to independently get to the activity – ensure you have a watch or a reliable way to check the time.

Participation: You should be engaged in all activities throughout the trip and interact with all members you are accompanying. You want to set

a good example – if a task needs to be completed, help out rather than merely assigning it. Model the behavior you expect.

Group vs. Individual Needs: A chaperone who manages a group in a way that meets the needs of the individuals as well as the group will be more successful. In order to meet both sets of needs, it is necessary to establish and maintain a level of structure and discipline that is effective.

Inclusion & Equality: It is extremely important that the chaperone treats all members under his/her care inclusively and equally for the duration of the trip. No member shall be treated unfairly because of gender, sexual orientation, religion, political views, difference in ability level, or even a clash in personality. It is the job of the chaperone to set an example for the members in a mature and respectful way.

Finances: There is a possibility that you will be responsible for the finances for the group – this will include purchasing meals, paying for any hotels or campsites that were not pre-paid, and any additional activities. You will have a budget provided to you, and arrangements will be made prior to the trip to provide you with the necessary funds. You must keep track of these funds daily and ensure that you are not over budget. You will be provided a sheet to write all budget information in. You must ask for and retain your receipt when purchasing anything.

Representing: Remember that you, along with the members, will be representing 4-H PEI.

Enjoy: We want you to enjoy the opportunity, learn lots, and have fun.

POST-TRIP

Follow-Up from Parents: If parents have any follow-up questions at the conclusion of the trip, you'll answer those questions freely.

Write-Up: You will be asked to write up a small article about your experience, which may be used as a promotional tool to attract other chaperones to apply for these opportunities in the future.

Attend Council Meeting: You will be asked to attend the next regional council meeting to provide an overview of your experience. If you are unable to attend you can write a report to be shared by the secretary.

Tips and Tricks: In addition to a general write-up on your experience, you will be requested to write some 'tips and tricks' for the next years chaperone and for the trip planner. Whether it be additional things to bring, some great restaurants or road-side stops, etc.